Diocese of Westminster

Catholic Primary Schools

Supplementary Information Form

2026 – 2027

Name and Address of School: Sacred Heart Catholic Primary School & Nursery Merry Hill Road Bushey WD23 1SU

Child's Details

Child's surname: Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent/Carer name:	
Address (if different from above): Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)

YES **NO**

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed…… Date…..……

Please note:

- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader confirming membership of the faith community.
- You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this, you will not be offered a place.

Checklist:

Have you enclosed? Baptism certificate (where necessary)
Evidence of exceptional need (where appropriate)
Proof of address (i.e., utility bill dated within the last 3 months, council tax bill)

Have you completed your Local Authority's Common Application Form?

The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please look on the school website under Privacy Notice or contact the school for a hard copy.

ADMISSIONS PRIVACY NOTICE FOR SACRED HEART CATHOLIC PRIMARY SCHOOL & NURSERY

Sacred Heart Catholic Primary School & Nursery is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.
We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, Hertfordshire County Council and Sacred Heart School is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:
The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information, please refer to the Privacy Policy on the School website or contact the Head of School, 01923 901179.